

# Michigan Department of Education

## Office of Financial Management

### Grants Cash Management & Reporting System

#### DS-4044 FINAL EXPENDITURE REPORT

Read instructions before completing on-line form.

#### FILING INSTRUCTIONS

Each DS-4044 has a listing with identifying information. The **GRANT and PROJECT NUMBER** indicates the project to be reported. *Be sure you are working with the correct project information.*

Before filing a project's final Expenditure Report:

- All obligations *must* be paid in full; and
- Your final Request for Funds (DS-4492) *must* be submitted.

Completion of the DS-4044 form requires you to have the Michigan Department of Education (MDE) approved budget document and appropriate internal accounting records. Be sure both are current before beginning.

#### Internet Instructions for DS-4044 Final Expenditure Reports:

Once a MEIS (Michigan Education Information System) account has been obtained (URL address: <http://www.meis.mde.state.mi.us>) and this office has established your security in the Grants Cash Management and Reporting System, follow these instructions for final expenditure reporting via the Internet using the on-line DS-4044 forms.

### PART 1 - BUDGET/EXPENDITURES

#### Step 1

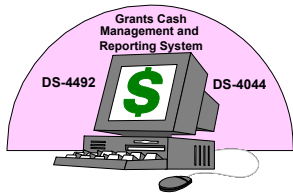
Log into the MEIS home page: [www.michigan.gov/meis](http://www.michigan.gov/meis)

#### Step 2

Scroll through the MEIS applications and click on the **Grants Cash Management and Reporting System**, Grant Project Expenditure Report & Final Expenditure Report (DS-4492 & DS-4044) icon. This will take you to: <http://meis.mde.state.mi.us/grants2000>.

#### Step 3

At this screen, a yellow box tells you the last date that Grants Data was updated. Enter your **Login ID and Password**. (Your password is case sensitive, so make sure that you enter it correctly.) **Click on Login**. You are now at: **Main Menu DS-4492 & DS-4044**.



Grants Cash Management and Reporting System  
DS-4044 Expenditure Reporting  
Page 2

#### Step 4

Scroll through the Main Menu (DS-4492 and DS-4044) and click on the yellow-colored option **Click here to Enter/Edit your DS-4492 & DS-4044 data.**

#### Step 5

Enter your **Recipient Code** if it has not defaulted. A **Grants Edits** screen appears that contains your recipient information. Information on this screen includes: Recipient Code, Name, Address, and City, State, Zip. Verify that this information is you. (If the information is not yours, return to the Main Menu and start with Step #4.)

#### Step 6

Click on the blue-colored option **Click here to Enter/Edit your DS-4044 Data.** You will see the **DS-4044 Project Listing** screen. This screen shows all Grant/Projects listed for your recipient code that have ended and are to be reported.

#### Step 7

Click on the **Enter/Edit** tab for the particular Grant/Project for which you want to report expenditures. A **Grants Final Expenditure Report Overview** screen appears.

Use the most current MDE approved budget to complete this section. If the **APPROVED AMOUNT** (precoded on the DS-4044) does not agree with your approved budget, report expenditures according to your most recent amendment. **Consolidate multiple budget entries for the same function code into one line on the DS-4044.**

#### Step 8

Click on **[Add New]**. This will take you to a screen where you will enter a function code and dollar amount for each category (i.e., salaries, benefits, purchased services, etc.).

#### Step 9

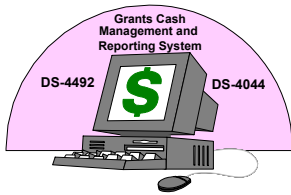
**Code/Name** – Choose a unique function code from the drop down menu.

- Please Note: Only colleges and universities use function codes 900 through 965.

Report paid expenditures consistent with the method employed to prepare the grant application (budget). **Round all amounts to the nearest dollar.** Enter all expenditure amounts related to the function code for each category (salaries, benefits, purchased services, supplies & materials, capital outlay, other). ***All categories must have an amount entered (\$0.00 or above).***

#### Step 10

Click on **Save**.



### Step 11

Click on **[Add New]** at the bottom of the screen to report expenditures for the next function code, **if there are any**. Repeat this process until all related function codes have been reported for this Source/Project.

### Step 12

Scroll to the bottom of the page and click on **Exit**. This will take you back to the **Grants Overview** screen. There you will see that Part 1 totals are automatically tallied horizontally and vertically.

- If the application budget was prepared for funds to be reimbursed through MDE with no requirement for expenditure of matching local funds, report **only** the MDE share of expenditures incurred on the project. Under this basis, your budget total will equal the APPROVED AMOUNT.
- If the application budget was prepared in total for both (1) funds to be reimbursed through MDE and (2) by local or matching funds, report **all** expenditures incurred on the project. Under this basis, your budget total will be greater than the APPROVED AMOUNT.

### Step 13

On the **Grants Overview** screen, click on the **Edit/Enter Totals** tab.

### Step 14

Enter **Indirect Costs** (if applicable).

## PART 2 - MDE SHARE OF EXPENDITURES

### Step 15

In Part 2, **MDE Share of Expenditures**, enter the total amount of expenses that will be, or already have been, reimbursed to you by MDE. (**NOTE:** In most instances this amount will equal the entire project's expenditures).

### Step 16

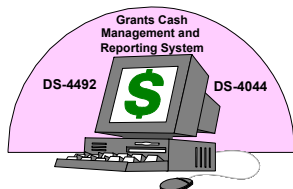
In **Local Share of Expenditures**, enter the amount of matching funds expended by your organization as required by the grant. (**NOTE:** In most instances this will be zero).

### Step 17

Click on **Save Totals**.

### Step 18

Click on **Return to Project Listing**. This will take you back to the **4044 Project Listing** screen. Continue with steps 7 through 18 for any other projects that need to be reported.



*Each project must be signed separately. Upon completion of final reporting on all projects, you must go to the Main Menu for signing. (Next step)*

#### **Step 19**

Scroll to the bottom of the Project Listing screen and click on **Return to Main Menu**.

#### **Step 20**

On the Main Menu screen, click on the blue-colored option **Click here to Sign (Approve) your DS-4492 and DS-4044 Data**.

#### **Step 21**

Enter your recipient code if it has not defaulted. You are now at the **Grants Authorization (Sign)** screen.

#### **Step 22**

On the Grants Authorization (Sign) screen, click on the blue-colored option **Click here to sign your DS-4044 Data**. This will take you to the **DS-4044 Project Listing** screen.

#### **Step 23**

On the **DS-4044 Project Listing** screen, click on the **Sign** box for the Grant/Project you want to sign. Review what is being reported. If changes need to be made, scroll to the bottom of the screen and click on **Return to Project Listing** and follow steps 6 through 17 as necessary.

#### **Step 24**

If the information is valid as submitted, you are now ready to Sign (Certify) the amounts. Scroll to the bottom of the page and click on the **Click Above to Sign** tab (the box with an X). A message will appear which states: "You have successfully signed your DS-4044." **Print** this screen.

#### **Step 25**

Scroll to the bottom of the screen and click on **Return to Project Listing**. Repeat steps 23 and 24 for each Grant/Project that needs to be signed.

#### **Step 26**

After all signing is completed, return to the **Main Menu**. Scroll down the Main Menu screen and click on **Logout**. You can now close your web browser.

#### **Questions?**

Any questions concerning the Grants Cash Management and Reporting System may be addressed to Debby Roberts, (517) 335-0534 ([RobertsDK@michigan.gov](mailto:RobertsDK@michigan.gov)).